### 2015 Residential Assessment Appeal by "Representative"

To start your Appeal click on the Start button.

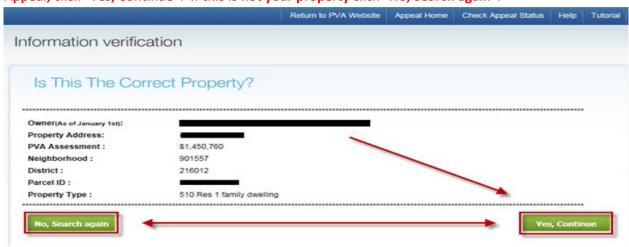


Enter your (12) digit Parcel ID number or Property Address and the click on the Search button.



#### **Information Verification:**

If the Ownership information, Property Address and Parcel ID described is the property you plan to Appeal, click "Yes, Continue". If this is not your property click "No, Search again".



#### Before you continue, please read:

The "Residential Property Assessment" and the "Appeals Process" are described. From this screen you will be able to download and complete the PVA Sales Comparison Worksheet. Please complete the appropriate form and save a copy to your computer before you begin your Assessment Appeal. When ready click the "I accept" button.

#### Residential Assessment

The Jefferson County PVA estimates value for over 260,000 residential properties. To accomplish this task, automated valuation models are generated using a computer assisted mass appraisal (CAMA) system. The CAMA system uses the cost approach in conjunction with data from valid "arm's-length" transactions to study specific neighborhoods. The Residential Department is staffed with trained deputies who review more than 32,000 transfers of residential parcels each year. These transfers are examined and characteristics such as size, age and location are analyzed to estimate value. To ensure a fair and equitable assessment the CAMA system is monitored and undated with recent sale information.

#### **Appeals Process**

By law (KRS 133.120), property owners (or their authorized representatives) have the right to appeal their assessment each year during the annual open inspection period. A person representing a property owner before the PVA <u>must present written authorization</u> from the property owner which sets forth his or her professional capacity and must disclose to the PVA any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Attorneys are not required to disclose the terms and conditions of any contingency fee arrangement. An authorized representative must be qualified as required by the Kentucky Department of Revenue and <u>submit evidence of such qualification to the PVA Office at the time of online appeal</u>. A list of qualifications approved by the department can be found here.

YOUR ONLINE APPEAL MUST INCLUDE DOCUMENTATION THAT SUPPORTS YOUR OPINION OF VALUE.

#### Examples of supporting documentation are:

- · A full appraisal of your property
- · Interior/exterior photos of your property
- · Your homeowner's or commercial property owner's insurance policy
- · Your listing contract if your property is currently for sale.
- · Estimates of repairs
- · Original construction costs or costs of additions or improvements to your property
- Documentation of recent comparable sales (not assessments) that are similar to your property in size, condition, location and other
  characteristics (sales should be within the last 2 years of the current assessment date) (Download Sales Comparison Form).
- · Documentation of land characteristics that support floodplain, environmental contamination, deed restrictions, easements, etc.
- · Lease contracts for rental properties
- Income and expense statements for the last 3 complete calendar years for commercial properties

If your appeal is based on condition or incorrect property characteristics, please provide photos or other documentation that supports correct characteristics or condition. If your appeal is based on recent comparable property sales, the Property Comparison Worksheet (<u>Download Sales Comparison Form</u>) is a useful tool when comparing similar properties. Common similar property characteristics to consider are:

- Property Type
- Exterior Construction (brick, bedford stone, frame, vinyl)
- Year Built
- Living Space Total Square Footage
- Finished or Unfinished Basement
- Garage (1 car. 2 car. 2.5 car)
- Number of Full and/or Half Bathrooms
- Type of Heating or Cooling

SUPPORTING DOCUMENTATION SHOULD BE PREPARED PRIOR TO COMPLETING YOUR ONLINE APPEAL AND CAN BE UPLOADED AT THE APPROPRIATE PAGE WHEN SUBMITTING YOUR APPEAL. Document types which may be uploaded are PDF, image files (preferably JPG), Microsoft Word documents, and Microsoft Excel documents. You may choose to mail your supporting documentation to our office within one business day following submission of your online appeal.

I have read and understand the information provided by the Jefferson County Property Valuation Administrator

#### Where to find recent comparable property sales

Recent sales should be within the last 2 years of the current assessment date. The sales search service on the PVA website <a href="http://leffersonpva.ky.gov">http://leffersonpva.ky.gov</a> is available to the public free of charge two weeks prior to and during the Open Inspection Period (OIP). The 2015 OIP begins on 5/4/2015 and ends on 5/18/2015 at 4:00 p.m.

EDT., You can visit the Customer Service Department of the PVA Office or any branch of the Louisville Free Public Library two weeks prior to and during the OIP to obtain sales from our sales search service at no cost. A fee is required for printouts obtained from our Customer Service Department. Sales may also be obtained from local real estate agents, real estate appraisers, mortgage brokers and newspapers.

I accept

<u>EXHIBIT A:</u> PVA Residential Sales Comparison Worksheet. Fill out the information below with three comparable sales, including property address, sale date and sale price. Save the Sale Comparison Worksheet when finished. At the end of the appeal, you will be able to upload the worksheet.

Sales	Com	parison	Worksheet
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Property Type:

Residential

Use this form if appeal is based on comparable sales. Find Sales of Properties that are

- Property Type (Bi-Level, Number of Stories)
- Exterior Construction (Brick Veneer, Frame)
- Total Square Feet (Living Area, Finished Walk-Out, Finished or Unfinished Basement)
- Garage or Not
- Year Built
- Number of Bathrooms
- Central Heat
- · Central Air

Where to find comparable sales data:

The PVA's sales search tool is available at no cost during the Open Inspection period. Upon expiration of the Open Inspection period, premium level service will be available by subscription or accessible, free of charge, at all branches of The Louisville Free Public Library. Sales information is available at:

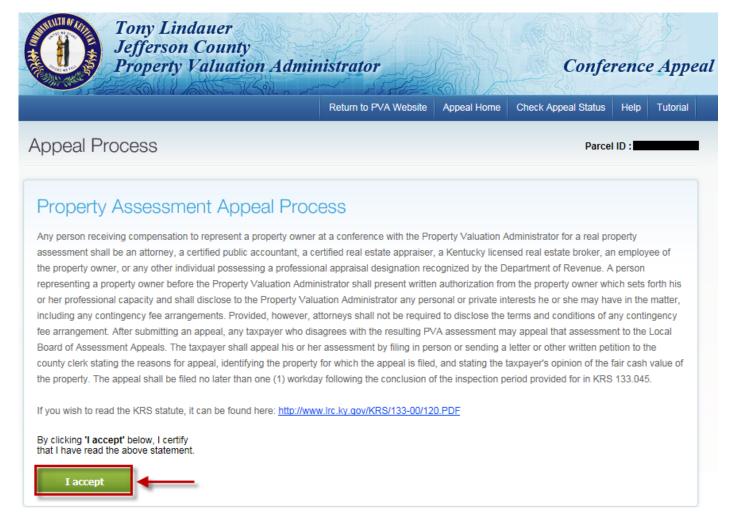
http://jeffersonpva.kv.gov/

If your appeal is NOT based on comparable sales, this form is not necessary. If your appeal is based on condition or incorrect features, please provide photos, or other evidence to support your position.

	Your Property	Sale #1	Sale #2	Sale #3
Property Address				
Parcel ID				
Sale Price				
Sale Date				
Size (SF)				
Sale Price / Size				

#### **Appeal Process:**

Read the Property Assessment Appeal Process. When done click on "I accept".



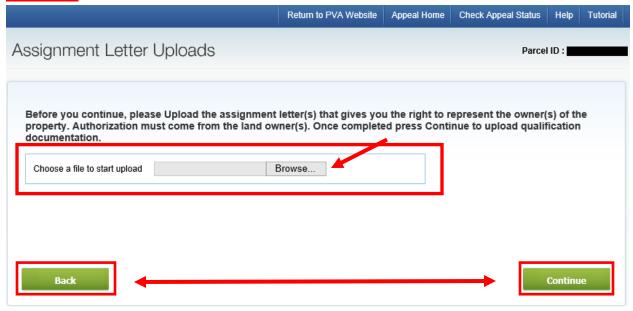
#### Confirm who is appealing:

If you are representing the Owner, click the Authorized Representative area.

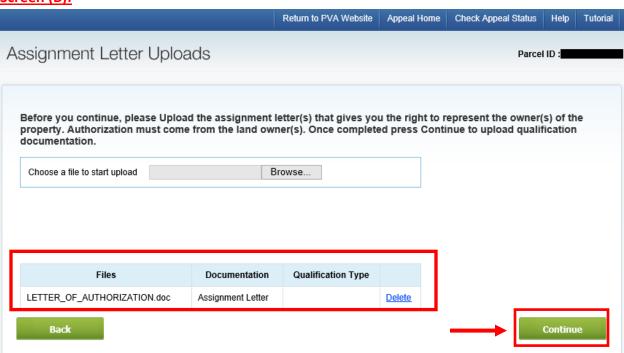


First you will need to Upload your Assignment Letter. When done click "Continue". Note: If you need to start over, just click "Back"

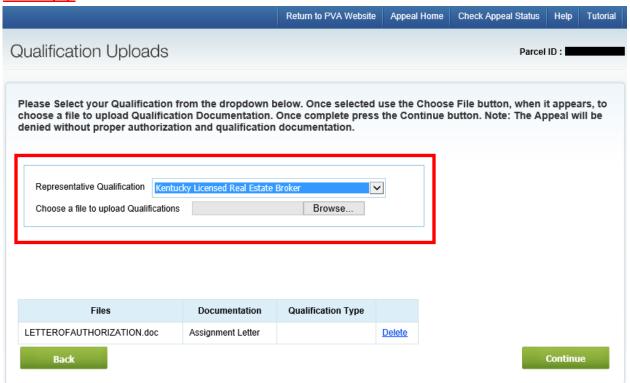
#### Screen (A):



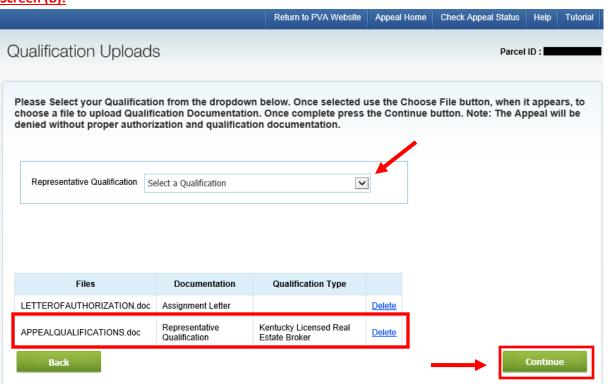
#### Screen (B):



## <u>Second you will need to upload your Proof of Qualifications:</u> Click on the drop down menu to choose your Qualification <u>Screen (A):</u>



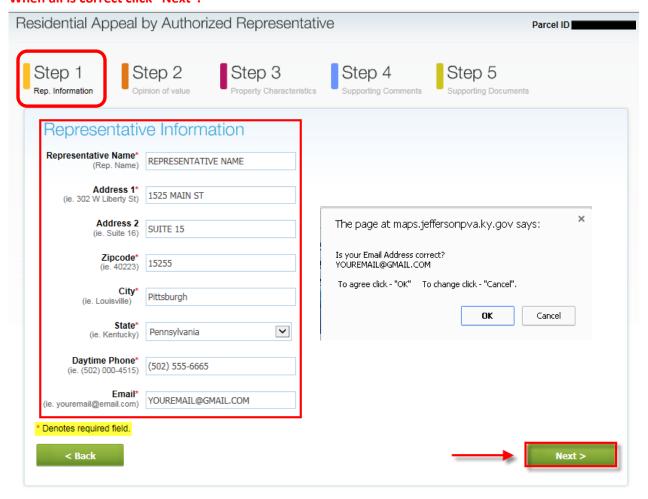
#### Screen (B):



#### Step 1:

Authorized Representative will need to fill in all the required fields.

You will see a pop up box that will ask. "Is your Email correct?" If yes, click OK. When all is correct click "Next".

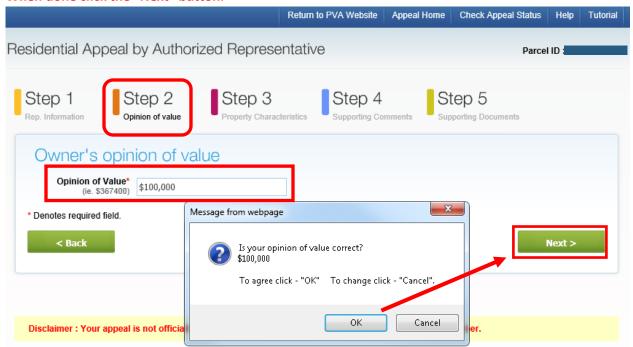


 $Disclaimer: Your \ appeal \ is \ not \ officially \ filed \ until \ you \ submit \ the \ appeal \ and \ you \ get \ a \ confirmation \ number.$ 

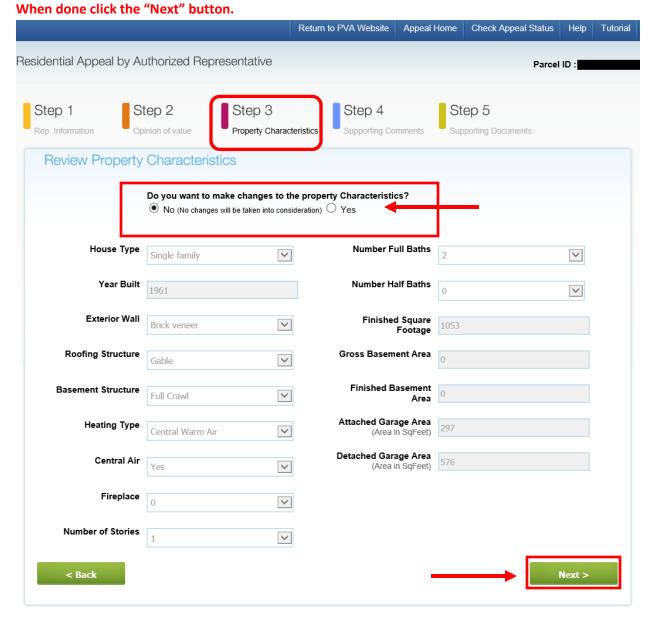
#### Step 2:

Enter the "Owner's Opinion of Value" for the property being appealed.

You will see a pop up box that will ask. "Is your opinion of value correct?" If yes, click OK When done click the "Next" button.

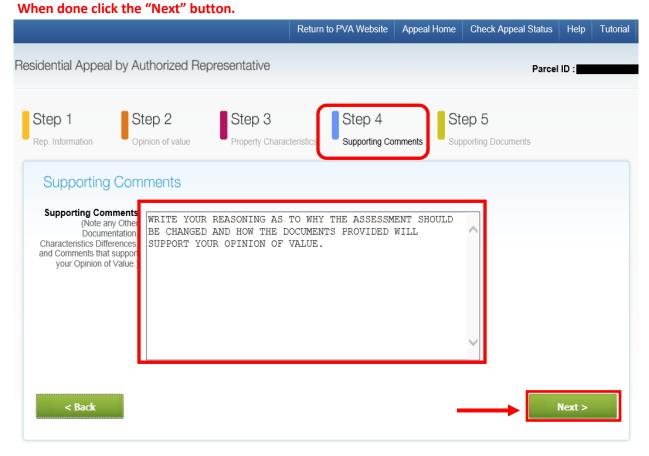


# Step 3: On this screen you must select "YES" to make changes to your property characteristics. The PVA Office will review changes made to the property characteristics.



Disclaimer: Your appeal is not officially filed until you submit the appeal and you get a confirmation number.

# Step 4: Write a statement explaining why you believe the assessment should be changed.

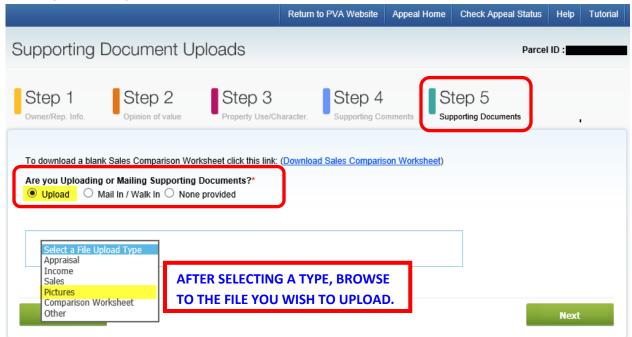


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#### **Step 5: Supporting Document (UPLOADS):**

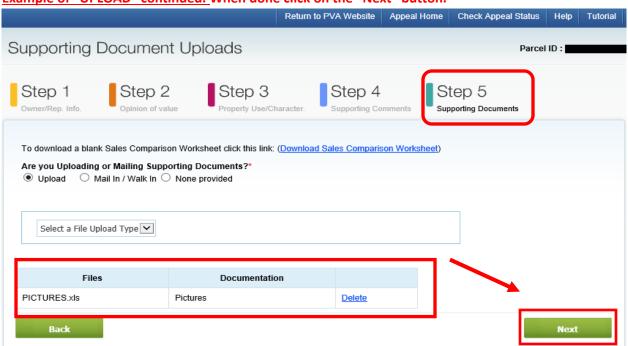
Here you have the option to <u>Upload</u>, <u>Mail In / Walk In</u> documents supporting your assessment appeal. Items to upload may be 1) Appraisal, 2) Sales, 3) Listing Contract, 4) Pictures, 5) Property Insurance Policy, and 6) anything else that will support your opinion of value (Other).

You may choose to provide No Documentation at this time.



#### Step 5 (UPLOADS), continued:

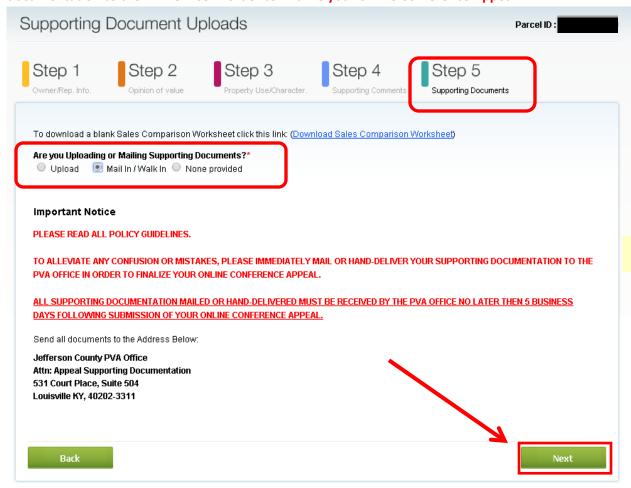
Example of "UPLOAD" continued. When done click on the "Next" button.



#### Step 5: Supporting Document (Mail In / Walk In) explained:

#### Mail In/Walk In Policy Guidelines:

To alleviate any confusion or mistakes, please immediately mail or hand-deliver your supporting documentation to the PVA Office in order to finalize your online Conference Appeal.



In the program – we have the wording changed at 12:01 AM on the 2<sup>nd</sup> Monday of May (May 11, 2015).

#### After the 2<sup>nd</sup> Monday Of May (May 11, 2015)

PLEASE READ ALL POLICY GUIDELINES.

TO ALLEVIATE ANY CONFUSION OR MISTAKES, PLEASE IMMEDIATELY MAIL OR HAND-DELIVER YOUR SUPPORTING DOCUMENTATION TO THE PVA OFFICE IN ORDER TO FINALIZE YOUR ONLINE CONFERENCE APPEAL.

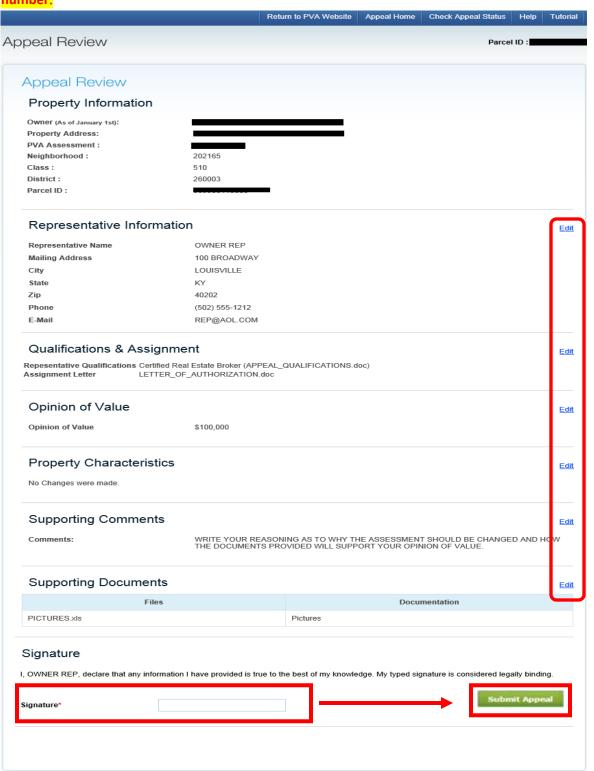
ALL SUPPORTING DOCUMENTATION MAILED OR HAND-DELIVERED MUST BE RECEIVED BY THE PVA OFFICE BY THE LEGAL DEADLINE OF MAY 18, 2015 BY THE CLOSE OF BUSINESS AT 4:00 PM, EDT.

#### **Appeal Review:**

You have the option to edit any portion of the appeal at this time.

If the information is correct type your name in the "Signature" area and click on "Submit Appeal".

Disclaimer: Your appeal is <u>not</u> officially filed until you submit the appeal and you get a confirmation number.



Your Conference Appeal is now complete.

At this time you should "print a copy" of your assessment appeal.

You will need the Confirmation Number if you wish to check the status of your appeal.

If you encounter any problems and require additional support, please call (502) 574-6224.



Please keep a copy of the Conference Appeal form for your records.

You may exit the system or return to the Appeal Home if you have more appeals.



#### 2015 Residential Appeal

#### Confirmation Number : PVA1212775959

Appeal Filed By Rep. Mailing Address

LA RUSSELL, MO 64848

Phone Number Email

Owner Opinion of value	\$9,999,999,999,999,999
PVA Assessment	\$311,740

Characterstic	PVA Record	Changes
Туре	Single family	No Changes
Year Built	1960	No Changes
Exterior wall	Brick veneer	No Changes
Roofing Structure	Gable	No Changes
Basement Structure	1/2 Bsmt, 1/2 Crawl	No Changes
Heating Type	Central Warm Air	No Changes
Central Air	Yes	No Changes
Fireplace	2	No Changes
Number of Stories	1	No Changes
Number FullBaths	1	No Changes
Num HalfBaths	1	No Changes
Finished SQ Footage	2579	No Changes
Gross Basement Area	1493	No Changes
Finished Basement Area	0	No Changes
Attached Garage Area	810	No Changes
Detached Garage	No Information	No Changes

: 3/26/2015 11:28:52 AM Time & Date Parcel ID Property Address : 510 Res 1 family dwelling Property Type

epresentative Qualifications
escription
ssignment Letter epresentative Qualification

List of uploaded supporting documents File Name Description DSCN0400.JPG Pictures

Once your appeal is filed with the Jefferson County PVA's Office, you can Check the Status of your appeal. Click on Check Appeal Status, and enter your PVA Confirmation Number.

